



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

890818-03

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Education Office of Special Instructional Programs Compensatory Education Division Migrant and English to Speakers of Other Languages [ESOL] Unit, Suite 1962 Twin Towers East, Atlanta, GA. Working Title 30334	Application Number	89-099
Application Number		Date Received	Date Completed
		AUG 18 1989	OCT - 2 1989
2. Person to Contact Beth Arnow Coordinator		Telephone Number (404) 656-4995	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1978 to Date		5. Records Series Title (followed by title used in office, if different) Transition Program for Refugee Children Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The primary purpose of the Division of Compensatory Education is the administration of two programs funded by the Quality Basic Education (QBE) Act, Remedial Education and English to Speakers of Other Languages [ESOL] and five programs funded by federal funds, Chapter I, Migrant Education, Bilingual Education, Emergency Immigrant Education Assistance, Refugee Assistance and Homeless. The staff of this division provides technical assistance for the development of required plans and applications, pre-monitoring visits and in-service for staff. They also monitor compliance of state and federal requirements and disseminate information from state and federal agencies. The Migrant/ESOL Programs Unit administers federal grant funds which serve migrant, refugee and immigrant children. Through the Transition Program for Refugee Children local school systems receive federal funds to support the education of eligible refugee children. Systems provide supplemental instructional services to students.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Reviewing and approving program applications and submitting the state application to the United States Department of Education. Included are: STATE FILE: Project Application, grant award, fiscal reports, close-out procedures and U.S. Dept. of Education correspondence. LOCAL SCHOOL FILE: Project Application, grant award letter, budget, amendments and evaluation checklists. AUG 18 1989 RECEIVED File is arranged: Chronologically by fiscal year; thereunder alphabetically by school system.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>4</u> ; Seven to twelve months old <u>4</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/8</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____ Total current accumulation: 1 Drawer			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	5	years.
b. Statute of limitation	0	years.	e. Administrative need	2	years.
c. Federal law	5	years.	f. Federal retention instructions	5	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Records are used administratively until all evaluation checklists are submitted.

PL 99-605, 34 CFR 75.734

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:
☐ Calendar Year; ☐ Fiscal Year; ☒ Other Federal Fiscal Year then,
 (10/1/yr. - 9/30/yr.)

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☒ Transfer to local holding area; hold 3 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy E. Dorman</i>	8-15-89	<i>Yickie Baker</i>	08/15/89
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	
		State Auditor/Designee	<i>W. H. Roper</i>
		Secretary of State/Designee	<i>Edward Weldon</i>
		Governor/Attorney General/Designee	<i>W. H. Roper</i>
			10.1.89
			9/25/89
			9/25/89